

Notes For All Instructors and Coordinators . . .

The **new test schedule** for nurse aide and home health aide certification is now on HOC's website. We have added **14 new test sites**. The test is still given in Hays and Wichita, but at different locations. HOC would like to thank all of the schools who have agreed to administer the state test, and a special thanks goes to all the individuals who helped make this possible. Hopefully these changes will help individuals to test closer to home.

HOC has a **new policy about removing students from course rosters**. This must be done in writing, by fax, email, or mail. Required information includes the individual's name, course number, instructor name, and reason for taking the student off the roster.

All instructors who currently use a four-digit **instructor number** need to start using the new, six-digit number (which was previously provided) on all correspondence (course applications, rosters, etc.) immediately.

When sending in course rosters and fees, **please do not staple checks or money orders** to the applications or other paperwork. It is sometimes difficult to remove the staples and we have had problems with the checks tearing. Thank you in advance for your cooperation!

Please make sure that all certification applications are filled out completely (address, SS#, date of birth). The process will be delayed if we do not have all the **required information**, and the individual will not be scheduled to test in a timely manner.

If you have questions or concerns about testing please contact Betty Domer, (785) 296-1250 or bdomer@kdhe.state.ks.us.

Criminal Record Check Program - Legislative update . . .

As a result of amendments passed in the 2001 legislative session, several changes have been made in the criminal record check laws which apply to adult care homes, home health agencies and employment agencies. Several prohibited offenses were added which would bar employment in an adult care home or home health agency. The laws place time requirements for KDHE to disseminate the information received from the KBI, state courts, or the Department of Corrections.

In addition, the laws allow KDHE to release adult conviction information to the requesting operator. This will result in approximately 30,000 letters being issued each year, the results of criminal record checks. The information contained in these letters is considered confidential, but may be shared with the person who is the subject of the request or another operator without violating the confidentiality requirements of either law. A violation of the confidentiality requirements of the law is punishable by a fine of \$100.

Program update:

The CBC program had a big increase in requests over the past few months. This year has shown a steady increase of about 15% over last year. As of June 30, 2001 there have been 462 prohibitions issued since the program's implementation (July 1, 1998).

HOC Update

Kansas Nurse Aide Registry . . .

Since the first of this year, more than **32,000** records for certified nurse aides, certified medication aides, and/or home health aides have been updated because of the employment verification information provided to KDHE. This has helped keep aides eligible for employment without delays in submitting documentation of employment or the skills competency verification. "Thank you" to all the facilities who have contributed this information. This is a tremendous improvement over past years, some 28 percent increase in records updated.

CNA Instructor Applicants . . .

Securing instructors for CNA courses can be challenging. HOC staff assessed the problem and alternatives for meeting the required experience in long-term care. Some registered nurses have geriatric, long-term care experience which may count toward the requirements to become a CNA instructor, but not specifically in an adult care home. Now an instructor applicant may have his/her previous employer complete a form that verifies type of nursing clients and nursing service experience. Applicants still complete an initial application form and then request any previous employers complete the "Alternative Practice Setting Experience" form. The forms are evaluated and, if approved, the experience in that facility may be applied toward the required 12-month, full-time experience in long-term care. The "Alternative Practice Setting Experience for CNA Instructor Applicants" may be obtained by calling (785) 296-0059 or e-mail fbreedlo@kdhe.state.ks.us

Candidates for Nursing Home Administrator Test . . .

The number of Kansas candidates taking the national test for nursing home administrators has decreased. Forty candidates took the test in 2000. That number is down 25% from the number who took the test in 1999 (53) and down 35% from a four-year average of 61. As a result of concern voiced to the Board and by the Board of Adult Care Home Administrators, a group has formed to examine the issue along with reviewing the Administrator-in-Training program.

Frequently Asked Questions . . .

YQ

Nurse aide has lost certificate, or certificate has been destroyed, how does aide get a new certificate?

YA

Health Occupations Credentialing has a form that the aide needs to complete for certificate replacement and name change, or to update the Kansas Nurse Aide Registry. It is referred to as a Name Change Form. This form is completed and submitted with a fee of \$10 to obtain a duplicate certificate. This is also an opportunity to update the KNAR with the most current information, name change, address, phone number, etc. To receive this form call (785) 296-0056, or the form may be printed from our website at www.kdhe.state.ks.us/hoc

Certified Nurse Aide Skills Competency Checklist . . .

The certified nurse aide skills competency checklist is being reviewed. The current checklist was sent to more than 36 entities with a cover memo requesting feedback and/or recommendations. The feedback and recommendations will be used to develop models which will be presented to the HOC advisory group. The next scheduled meeting is August 31, at the KNEA Building, Topeka, beginning at 9:30 a.m.

Training In Nursing Schools . . .

Among the CNA course applications which HOC receives, some are for courses 170 hours or longer. The length seems to indicate that these are semester courses. It may be that the CNA component is included within a course which covers additional nursing material/topics. If the CNA component is completed before the course ends, the candidate may be eligible to challenge the test. To do so, the student must submit an application, a \$10.00 fee and official documentation from the educational institution stating that the training fulfills requirements and was successfully completed. This will allow the student to test sooner and perhaps begin work as a nurse aide while completing nursing course work.

HOC Update

Health Occupations Credentialing (HOC) MOVING

This summer, approximately mid-August HOC will be moving to:

1000 SW Jackson, Suite 330, Topeka KS 66612-1365 All phone numbers will remain the same!



NOTE: Because KDHE will be moving over the coming months, there may be unanticipated delays in HOC program processes. Currently the department's Information Systems staff is working diligently to assure a smooth transition. The connection for the Kansas Nurse Aide Registry and the telecommunications between KBI and KDHE are critical. If you feel you have encountered a problem with a registry or criminal records check, please contact us immediately, (785) 296-6958 (Sarita) or (785) 296-8628 (Steve).

Beginning June 29, 2001 the most recent Criminal Record Check date is printed on all confirmation letters.

Are you aware that the date of the last criminal record check is now available on an individual's confirmation letter you receive when contacting the Kansas nurse aide registry? KDHE staff and representatives of the adult care industry saw the need for adding this piece of information. This date is important because it provides important documentation for adult care homes, home health agencies and employment agencies of the date of the last criminal record check on an individual. If an individual seeking employment has had a criminal record check in the past year, another criminal record check is not required.

NATCEP On Site Observations . . .

Health Occupations Credentialing has made site visits to nearly a dozen certification courses over the past months. These visits are a part of the ongoing assessment of how courses are provided in Kansas. Under the federal requirements, courses that are approved for a period of two years (sponsorship courses) must be assessed on site at least once during the two-year period. HOC staff has performed on-site visits of about 5 percent of all courses that have been given under the sponsorship approval process.

These visits provide an opportunity for communication among the coordinator, instructor, students and HOC staff. They afford everyone an opportunity to meet, face to face. As we prepare for instructor and coordinator training workshops, these visits also help in the collection of issues, topics, and information needs by seeing NATCEP in action, not just the paperwork. It is very important that these visits are unscheduled so that the course is observed candidly. Unfortunately, HOC has been on the receiving end of the "unexpected" when classes are changed without the coordinator or HOC being notified! This results in wasted resources as staff travel a lot of distance in order to observe classes and clinicals. Please **keep the course coordinator and HOC notified of any change** in the delivery of the course, especially with regard to the class schedule. Look for notice of NATCEP training workshops this fall!

Medication Aide Program Revision. . .

Curriculum and test development for the medication aide program is progressing. Edits are being made to the first draft of the curriculum. Staff is reviewing late submissions of recommendations and attempting to craft a document that is useful and provides the level of complexity in training appropriate for the 60-hour certified medication aide program. The first draft of the test questions is ready for comparison to the curriculum. The regulations, policies and procedures are also being reviewed. If you have suggestions for the revision of the program, please contact Martha Ryan at 785-296-0058 or at: mryan@kdhe.state.ks.us.

Health Occupations Credentialing

<i>Assistance</i>	<i>Call</i>
Forms or not sure who to call... (Forms may be downloaded from internet)	785-296-0056 www.kdhe.state.ks.us/hoc
Initial license, license renewal, reinstatement or verification (adult care home administrator, dietitian, speech-language pathologist, audiologist)	Brenda Nesbitt 785-296-0061
Health Occupations Credentialing Act	Marla Rhoden 785-296-6647
Aide training courses, sponsorship programs, course approvals, continuing education approval for licensees	Dolores Staab 785-296-6796
Test scheduling for aides or challenging an aide test with higher education; forms	Betty Domer 785-296-1250
Medication aides; forms	Stephanie McCown 785-296-0060
Instructor approval/aide course, interstate or reciprocity for aides	Fran Breedlove 785-296-0059 after 3:00 p.m.
Test for ACHA, education policies	Martha Ryan 785-296-0058
Criminal record check program Criminal record check request forms	Steve Irwin 785-296-8628 Sarita Everett 785-296-6958
Open records request (Kansas Open Records Act)	Tania Peeters 785-296-1284
KANSAS NURSE AIDE REGISTRY (785) 296-6877 Monday through Friday 8:00 a.m. to 12:00 and 1:00 p.m. to 3:00 p.m.	

Kansas Department of Health and Environment

Bureau of Health Facilities

Health Occupations Credentialing

Landon State Office Building

900 SW Jackson, 1051-S

Topeka, Kansas 66612-1290

(785) 296-0056

Fax (785) 296-3075

40-Hour Skills Competency Checklists . . .

HOC has recently been alerted to instances of 40-hour skills checklists being signed and given to students either before the students have, in fact, demonstrated all the skills on the checklist or before they have actually completed Part I of the nurse aide course. **Please be advised:** no skill should be verified until the student has demonstrated to the instructor that they can perform that skill satisfactorily (competently). In signing (verifying) the skills checklist, the instructor is attesting to the fact that the student has demonstrated the skills satisfactorily.

Kansas Administrative Regulation 28-39-166(b)(1)(G) states: *“Each nurse aide in the 90-hour nurse aide course shall demonstrate competency in all of the skills identified on the part I guideline skills competency checklist prior to the checklist being signed and dated by the course instructor as evidence of successful completion of part I of the course.”* This directive is also provided on page 10 of the Kansas 90-Hour Certified Nurse Aide Instructor Manual under the heading, “Demonstration of initial competency: Skills Checklist.”

It is critically important that students not be “approved” as having demonstrated all skills satisfactorily until they have actually done so. If they begin work as a Trainee II before competent to perform the skills, both the residents and the students are at risk. Additionally, the department is authorized to take administrative action if instructors do not abide by these regulations.

It is the responsibility of the instructor and the course sponsor to assure that nurse aide training is conducted according to established guidelines.

Update is published quarterly by
 KDHE: Clyde D. Graeber, Secretary
 Bureau of Health Facilities: Joseph F. Kroll, Director
 Health Occupations Credentialing: Lesa Roberts, Director
 Fran Breedlove, Editor